

**Summary of the
NELAC Board of Directors Meeting
November 18, 1999**

The Board of Directors of the National Environmental Laboratory Accreditation Conference (NELAC) convened by teleconference at 1:30 p.m. on November 18, 1999. The meeting was lead by Dr. Jim Pearson. Dr. Pearson followed the agenda distributed previously to Board members. Action items are shown in Attachment A, incomplete action items from past meetings are shown in Attachment B and the list of participants is shown in Attachment C.

Introduction

The Board voted on, and approved the minutes of the October 28, 1999 Board of Directors Meeting. Action items from past meetings were reviewed

Waste Policy Institute (WPI) Proposal

A proposal by the WPI was presented to the Board for discussion. WPI proposes to provide assistance State Governments and other organizations in administration of the NELAC interim and annual meetings. The proposal also includes an option to provide inexpensive short courses on NELAC related topics before/after the meetings. Ms. Mourrain will check with the EPA lawyers to see if WPI's proposal is feasible.

Nomination of Participants for GIES Training

The Board discussed the potential nominees for the proposed Global Institute of Environmental Scientists (GIES) basic assessor training. The Board agreed to nominate the following members of the On-Site Assessment Committee: Rosanna Buhl, Wayne Davis, Jack Hall and Athene Steinke. Dr. Jackson was nominated to participate in the training as the Board of Directors representative. The Board will notify nominees.

Summary of NELAP Accrediting Authority (AA) Meetings

Dr. Jackson provided a summary of recent AA meetings. Major topics of discussion were; Fields of Testing, Quality Systems checklist, Interim Accreditation, Secondary Accreditation, and AARB actions.

Meeting with Henry Longest at NELAC VI

Dr. Pearson will contact Mr. Longest to set up a meeting to discuss NELAC issues.

Standard Forms for Response to Comments

Ms. Labie provided standard forms and letters for response to comments. Ms. Mourrain will send to Committee Chairs for comments.

Quality Systems FAQs

Board reviewed the Frequently Asked Questions from the Quality Systems Committee. The Board agreed to recommend that the committee add more text to the answer to FAQ number 2 before posting on the NELAC web site. Ms. Mourrain will contact Mr. Slayton of Quality

Systems.

Policy on Conflicting Requirements

Discussion on policy regarding conflicting requirements in the standards. In at least one instance, there is a conflict between two sections of the standards. The Board agreed that conflicts should be brought to the Board for resolution. Ms. Mourrain will develop a policy.

Office of Water Letter

Dr. Jackson will modify the draft letter to Ms. Dougherty based on new information on the status of the pending regulation. The letter will be forwarded to the Board for final comment.

Action Items
NELAC Board of Teleconference
November 18, 1999

Item No.	Action	Status
1	Ms. Mourrain will contact EPA lawyers about WPI proposal to see if we can accept.	
2	Board will notify nominees to the GIES training to see if available and interested.	
3	Dr. Pearson will contact Henry Longest to set up meeting with Board.	
4	Ms. Mourrain will send Ms. Labie's Response to Comments forms to Committee Chairs for comment.	
5	Ms. Mourrain will contact Quality Systems Committee to add text to FAQ response number 2	Complete
6	Ms. Mourrain will develop a policy for response to conflicting requirements in the standards.	
7	Dr. Jackson will complete letter to OW	

Incomplete Action Items from Past Teleconferences

Date of Meeting	Action	Status
01/11/99	Committee Chairs are to prepare "Frequently Asked Questions" for posting on the website. They are to submit these to Dr. Irene Ronning.	On-going
02/04/99	Ms. Mourrain, Ms. Batterton, Ms. Sample and Dr. Hartwig will work on developing a training program for the Committee Chairs. Material was updated in response to comments. Ms. Sample and Ms. Labie will review.	Completed On-going
05/27/99	Dr. Jackson will prepare another letter to the Assistant Administrator for Water regarding their PT program and	On-going - Dr. Jackson
07/31/99	Dr. Ken Jackson will draft a letter to the Editors of the Environmental Laboratory Washington Report pointing out the inaccuracies in the ACIL article.	On-going
8/27/99	Committee Liaison should make it a priority that their committees have a full complement of members.	On-going
8/27/99	Board members are to study the Draft AARB charter and be prepared to discuss it in detail next month.	On-going
9/23/99	Dr. Jackson will draft a policy for responding to future offers of NELAC-associated activities at national meetings.	On-going
10/28/99	Ms. Finazzo will coordinate contact of EPA regional tribal coordinators to determine extent of existing tribal environmental programs, and interest in NELAC	Ms. Finazzo will participate in Regional Coordinator Teleconference in early December.
10/28/99	Ms. Mourrain will provide a copy of the GIES pilot training proposal to EPA upper management for approval.	
10/28/99	Dr. Jackson and Dr. Pearson will draft a letter to the states not currently participating on committees to solicit participation.	

**List of Participants
Board of Directors Teleconference
November 18, 1999**

Name	Affiliation	Telephone Numbers
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Mr. Larry Keith Invited Guest	Waste Policy Institute	